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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 23 November 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report # 47

I. SIGNIFICANT ITEMS - None  
 II. OTHER ITEMS

A. PERSONNEL DISCUSSION WITH DEPUTY COMPTROLLER. At the request of [redacted] Deputy Comptroller, [redacted] met and discussed the existing circumstances and intention of OTR to pick up [redacted] as Instructor (Finance) in the Basic School. [redacted] is most anxious to resolve this problem and expressed his intention to discuss the matter with the DTR.

B. WORK AND PAY SCHEDULES FOR [REDACTED] Recent changes in 25X1  
Federal regulations relative to overtime and premium pay schedules for [REDACTED]  
have required that existing systems at [REDACTED] be re-analyzed as to their con- 25X1  
formance with systems in existence at [REDACTED] Personnel Section, 25X1  
in conjunction with [REDACTED] and Office of Personnel/PED officials, has completed  
preliminary work on the study.

C. TRIP TO [REDACTED] on 17 November to follow-up on the placement of several employees recently assigned there. He spent some time discussing procedures and problems with the Personnel Officer at [REDACTED]

D. [REDACTED] LANGUAGE AND LINGUISTICS, CONTRACT.  
The revised contract was signed by the contractor and returned to the Agency contracting Officer.

### E. REGISTRAR ACTIVITIES.

1. The date for the first Clerical Refresher Course in 1956 has been changed from 3 January to 9 January. Testing will be held on 5 January.

2. [redacted] returned from LWOP Monday, 21 November 1955.

F. MATERIEL REQUIREMENTS. Forecasts of materiel requirements for fiscal years 1957 and 1958 have been received from all OTR components. These requirements are being consolidated for submission to the Office of Logistics on 23 November 1955.

G. SAFEHOUSE FURNISHINGS. The A&E Staff recently changed the location of its safehouse. Acquisition of the new safehouse, which is larger than the old, entailed the procurement of additional furniture. A requisition for such furniture was prepared and submitted by the Supply and Services Section/TR.

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25X1 H. NEW OTR SPACE. On 22 November 1955, OTR began occupancy of Rooms C-10-A,  
25X1 C-10-B, C-10-c, and C-14, [ ] These rooms will be used by LETS as  
classrooms. Telephone service for this area has been limited to one [ ] line. 25X1  
The number on that line is [ ]

I. BUILDING ALTERATIONS. Work was completed on the enlargement of the vault  
on the stage of the Auditorium, R & S Building. Room 2008, Alcott Hall, has been  
converted into a vault for use of the Intelligence School. All work was completed  
during the week ending 18 November 1955.

J. OTR TELEPHONE CHANGES. The telephone systems of the Plans and Policy  
Staff and the Language and External Training School have been redesigned to pro-  
vide more service and greater flexibility. Work on the telephone system for the  
Plans and Policy Staff was completed during the week ending 18 November 1955.  
Language and External Training School installation will be completed during the  
current week.

25X1

25X1 M. [ ] Weekly report of the utilization of [ ] facilities for 25X1  
the period 16 through 22 November 1955 is attached.

### III. PERSONNEL ITEMS.

25X1 A. [ ] has been ill with influenza since 14 November. The  
latest word about her condition is that she is improving, but her doctor advised  
her not to report to work until the first of next week.

25X1

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